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## **BITS SYSTEM OVERVIEW**


Bioterrorism Incident Tracking System (BITS) is a system which tracks environmental and clinical bioterrorism samples. There are multiple types of user with different levels of access. Once a new case is started in the BITS system, the agency that has recovered the sample fills out information regarding the incident. This information must be filled out in order for DHH to accept the sample. There are currently six user groups for the BITS system and user access is controlled by the User Access Control Code Table within the user interface.

# BITS FUNCTIONS

## SEARCH

Users will automatically be directed to the Search page upon logging into the BITS system. The page allows users to search all incidents in the BITS system, or filter the results by 8 different data elements. Depending on the user access given to a group, some users will only be able to search for incidents assigned to their region or organization as listed in DHH's Single Sign On (SSO).

To search all incidents in the system, simply click the 'Search' button without filling in any of the filters. To search with one or more filters, fill in the appropriate field or fields and click 'Search.' The results will return in a grid format. Click on the Record # link to open an existing incident.

 **BITS** | Bioterrorism Incident Tracking System Version: FR1.5-10.08.10 AdminUser logout

[Search](#) [Enter Incident](#) [Audit Trail](#) [Code Tables](#) [User Manual](#)

**SEARCH INCIDENT**

Record #:

Incident #:

Lab:

Owner Organization:

Deliverer First Name:

Deliverer Last Name:

Deliverer Email:

Deliverer Phone:

**SEARCH RESULTS**

Record #	Incident #	Owner Organization	Deliverer Name	Deliverer Email	Deliverer Phone
<a href="#">20100414-27</a>	ss	ACADIA OEP	Moore		
<a href="#">20100416-46</a>		ACADIA OEP	kris,kris		
<a href="#">20100414-30</a>	70808	ACADIA OEP	Bergeron,Brittney	bb@gmail.com	(,22) 222-2222
<a href="#">20100415-39</a>		ATHENS POLICE DEPARTMENT			
<a href="#">20100416-45</a>		FBI	karthik,karthik		
<a href="#">20100329-18</a>		FBI			
<a href="#">20100329-17</a>		FBI			
<a href="#">20100329-16</a>		FBI			
<a href="#">20100329-15</a>	thffg	FBI	ghfh,thdf	ghfh	(345) 353-4345
<a href="#">20100329-14</a>		FBI	drgdrg		(345) 435-5654
<a href="#">20100329-12</a>		FBI			
<a href="#">20100329-11</a>		FBI			
<a href="#">20100329-10</a>		FBI			
<a href="#">20100329-9</a>		FBI			
<a href="#">20100329-8</a>		FBI			
<a href="#">20100329-7</a>		FBI			
<a href="#">20100329-6</a>		FBI			
<a href="#">20100329-5</a>		FBI			

## ENTER INCIDENT

To add a new incident to the system, click on the 'Enter Incident' tab. The system will default to the Initial Entry tab. NOTE: Not all users will have access to all tabs.

### Initial Entry Tab

The BITS system accepts information on two types of samples: clinical and environmental. If the sample is an environmental sample, the item must be screened for radioactivity, hazardous chemicals and explosives. If the incident is not marked as

screened in the BITS system, the user cannot continue entering the incident in the system. Users should fill in all fields and click 'Save.' A pop-up box will display to confirm that the incident has been saved. Owner Organization, Lab Name and Parish are required fields and must be populated before the incident will save. To ensure that users get access to the proper incidents, check that Owner Organization and Parish information is entered correctly.

NOTE: Only certain users with specific access will be allowed to alter the Status field.

**BITS** | Bioterrorism Incident Tracking System | Version:FR1-04.30.10

» Search » Enter Incident » Audit Trail » Code Tables

Initial Entry | Incident/Recipient | Exposure List | Delivery/Return Address | Lab Section | Epi Section

**Initial Entry Information**

Entry Date: 6/7/2010  
 Last Updated:  
 Created By: TestUser  
 Record #  
 Incident #  
 Sample Type: ☐ Clinical ☒ Environmental  
 Has this item been Screened for radioactivity, hazardous chemicals and explosives? ☒ Yes ☐ No

Owner Organization: \*  
 Lab Name: \*  
 Deliverer Last Name:  
 Deliverer First Name:  
 Deliverer Email:  
 Deliverer Phone:  
 Deliverer Organization:

Location:  
 City:  
 Parish: \*  
 Region:  
 Threat Type:  
 Status: RESULTS PENDING

save new cancel delete print

## Incident/Recipient Tab

The Incident/Recipient Tab collects time and date specifics as well as contact information about the complainant. Users should fill out all fields and click 'Save.'

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» Search » Enter Incident » Audit Trail » Code Tables

Initial Entry | Incident/Recipient | Exposure List | Delivery/Return Address | Lab Section | Epi Section

**INCIDENT INFORMATION**

Complaint (Why item is suspicious and reason for testing):

Time of Offense:  
 Time of Complaint:  
 Time of Specimen Collection:

Date of Offense:  
 Date of Complaint:  
 Date of Specimen Collection:

**Recipient/ Complainant Information**

Name / Business:  
 Address:  
 City:  
 State: LA  
 Zip:

Occupation:  
 Telephone:

save new cancel delete print

NOTE: You must enter "P" after entering time (s) to change the time from AM to PM.

## Exposure List Tab

The Exposure List tab allows users to enter any individuals exposed during the incident. Enter the individuals information and click 'Add.' The information will be added to a table. To delete an individual from the exposure list, click the Delete link on the appropriate row and the entry will be removed from the table.

The screenshot shows the BITS Bioterrorism Incident Tracking System interface. The top navigation bar includes links for Search, Enter Incident, Audit Trail, and Code Tables. The main content area is titled "EXPOSURE LIST" and contains a form for adding new individuals. The form fields are: First Name, Last Name, Day Phone, and Alternate Phone. Below the form is an "Add" button. A table below the form lists existing individuals with columns for Name, Day Phone, and Alternate Phone. The table contains two entries: Martin, Jared and Smith, Gary. Each entry has a "Delete" link to its left. At the bottom of the form are buttons for save, new, cancel, delete, and print.

	Name	Day Phone	Alternate Phone
<a href="#">Delete</a>	Martin, Jared	5558929654	9856281991
<a href="#">Delete</a>	Smith, Gary		

## Delivery/Return Address Tab

The Delivery/Return Address tab collects information about packages including how and when they were delivered, postage amount, tracking number and return address specifics. Users should fill out all applicable fields and click 'Save.'

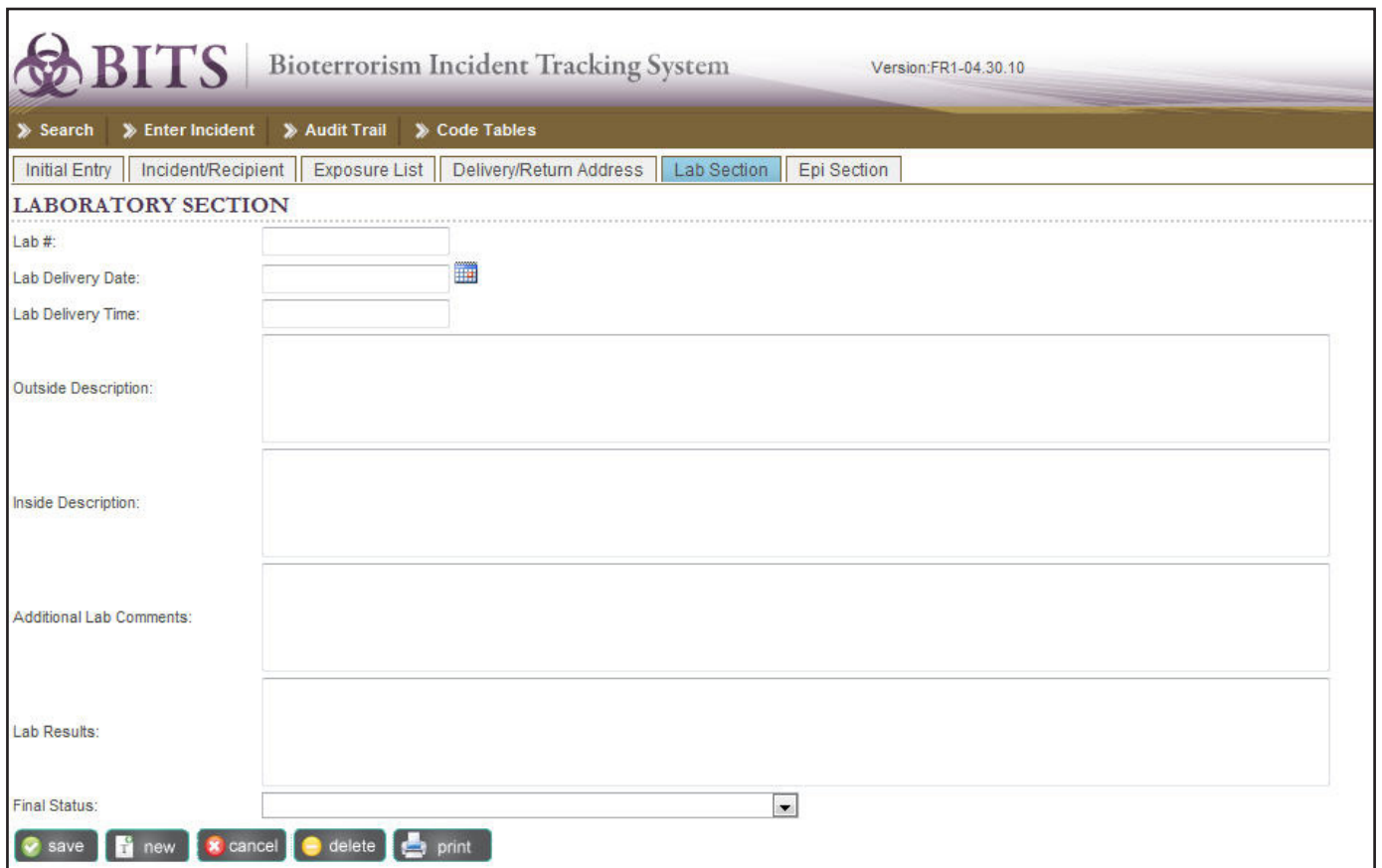
NOTE: You must enter "P" after entering time(s) to change the time from AM to PM.

The screenshot shows the BITS Bioterrorism Incident Tracking System interface. The top navigation bar includes links for Search, Enter Incident, Audit Trail, and Code Tables. The main content area is titled "DELIVERY INFORMATION" and contains a form for adding new delivery information. The form fields are: Delivery Mode, Postage Amount, Delivery Time, Description, Delivery Date, Postmark/Origin, Delivery Location, and Tracking Number. Below the form is a section titled "Return Address Information" with fields for Name/Business, Address, City, State, and Zip. At the bottom of the form are buttons for save, new, cancel, delete, and print.

Return Address Information	
Name/Business:	
Address:	
City:	
State:	
Zip:	

## Lab Section Tab

The Lab Section is where information such as Lab Delivery Date, Lab Results and Final Incident Status are captured. Users should fill out all applicable fields and click 'Save.'




**BITS** | Bioterrorism Incident Tracking System | Version: FR1-04.30.10

» Search » Enter Incident » Audit Trail » Code Tables

Initial Entry | Incident/Recipient | Exposure List | Delivery/Return Address | **Lab Section** | Epi Section

**LABORATORY SECTION**

Lab #:

Lab Delivery Date:  

Lab Delivery Time:






Outside Description:

Inside Description:

Additional Lab Comments:

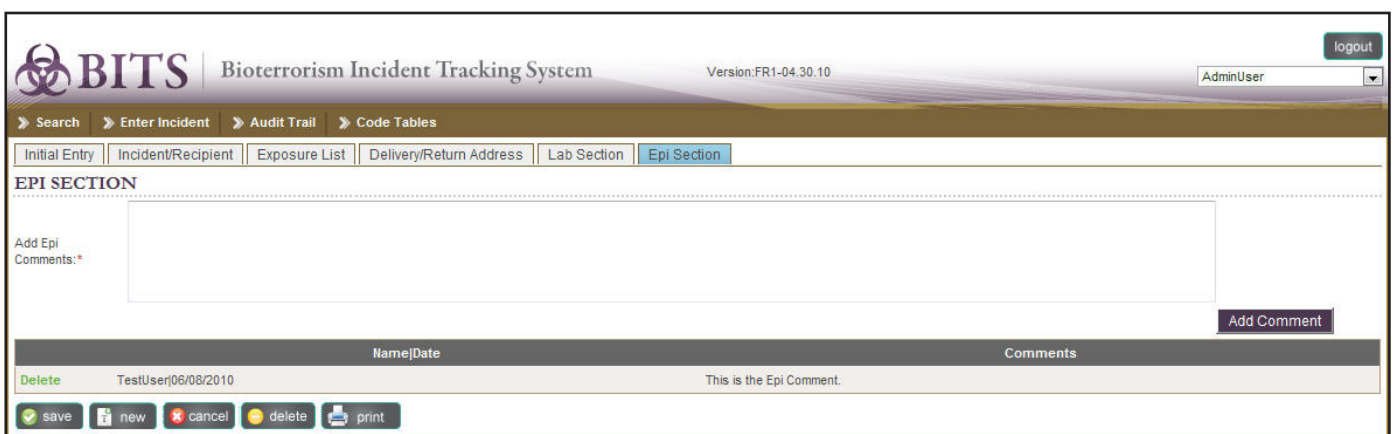
Lab Results:

Final Status:

 save  new  cancel  delete  print

## Epi Section

The Epi Section is where users can add Epi Comments. Simply type the comment text and click 'Add Comment.' The comments will be added to the table along with the user name of the person making and comment and that date the comment was added.



**BITS** | Bioterrorism Incident Tracking System | Version: FR1-04.30.10

logout

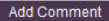
AdminUser

» Search » Enter Incident » Audit Trail » Code Tables






Initial Entry | Incident/Recipient | Exposure List | Delivery/Return Address | Lab Section | **Epi Section**

**EPI SECTION**

Add Epi Comments:

 Add Comment

Name	Date	Comments
Delete	TestUser/06/08/2010	This is the Epi Comment.

 save  new  cancel  delete  print

## Explanation of Buttons

**Save** - The Save button saves any information added to or edited in the incident. When a user moves between tabs within the Enter Incident function, the incident is saved automatically as well.

**New** - The New button will open a blank incident.

**Cancel** - The Cancel button is to exit out of an incident without saving it. This is important to use especially when moving between tabs as the system will automati-

cally save any changes unless the Cancel button is clicked.

*Delete* - The Delete button removes the incident from the system. The incident cannot be recovered once it has been deleted.

*Print* - The Print button generates a PDF of the incident. NOTE: The Print function will generate the same information that the user has access to through the User Interface. Below is an example of the first page of a printed incident.

## RECORD #20100415-34

Entry Date:	04/15/2010	Incident #:	566
Last Updated:	02/21/2004	Sample Type:	Environmental
Created By:	AdminUser		

Owner Organization:	ACADIA OEP	City:	covington
Lab Name:	MANDEVILLE	Parish:	St. Tammany
Deliverer Name:	Smith,Peggy	Region:	9
Deliverer Email:	psmith@gmail.com	Threat Type:	powder
Deliverer Phone:	(676) 543-2123	Status:	RESULTS PENDING
Deliverer Organization:	FBI		
Location:	park		

### Incident/Recipient Information:

Complaint:	it is suspicious
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Time of Offense:	11:11 AM	Date of Offense:	04/06/2010
Time of Complaint:	12:11 PM	Date of Complaint:	04/07/2010
Time of Specimen Collection:	01:11 PM	Date of Specimen Collection:	04/08/2010

Name/Business:	Wal-Mart	Occupation:	Cashier
Address:	34 Stokes Court	Telephone:	(948) 585-9959
City:	Baton Rouge		
State:	LA		
Zip Code:	70808		

### Exposure List:

Name	Day Phone	Alternate Phone
Harris, Clay	4998393030	1939384944
Martin, Henry	5069899093	2293892900